

## MILPERSMAN 1300-070

### ADMINISTRATION OF ARMY AND AIR FORCE MEMBERS PERFORMING DUTY WITH THE NAVY

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Governing Directive	Manual for Courts-Martial United States, Paragraph 13
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1. **Purpose.** This article provides guidelines for commanding officers (CO) of naval activities in the procurement, accounting, and administration of Army and Air Force members performing duty with the Navy. Nothing in this article is intended to pertain to the administration of Army or Air Force members assigned to

a.	international staffs,
b.	joint staffs,
c.	joint activities,
d.	joint agencies, or
e.	joint committees.

2. **Process.**

a. A CO requiring the services of Army or Air Force members, officer or enlisted, shall submit a request for an allowance to Chief of Naval Operations indicating

(1)	billet description,
(2)	billet number,
(3)	grade,
(4)	branch of service,
(5)	justification for assignment, and
(6)	whether duty will be of a continuing nature.

b. Upon approval of the request, a representative of the Department of the Army or the Department of the Air Force will coordinate the request and issue an allowance within the ceiling allowed by the respective service. Strength accountability for

Army members on duty with the Navy will be maintained by the Army unit to which attached, except for those members accounted for the Adjutant General, Headquarters, Department of the Army.

c. Upon approval of an allowance and when available, the appropriate service will order members to the naval activity for assignment by the CO.

3. **Tour Length.**

a. See table for normal tours of duty with the Navy.

Branch of Service	Minimum	Maximum
Army	18 months	36 months
Air Force	24 months inclusive of training	36 months

b. Adjustments of tour lengths will be based on mutual agreement between the departments of the affected services.

4. **Billet Requirement.** When a billet is no longer required or a change in the billet requirements is desired, the CO of the naval activity shall notify Chief of Naval Personnel (CHNAVPERS) of the changes a minimum of 6 months advance of the incumbent's projected rotation date (PRD). Parent Navy commands will submit DA 872, Requisition for Individual Officer Personnel, 6 to 10 months prior to incumbent's PRD to ensure a replacement officer is identified.

5. **Administrative Policy**

a. Each member of the Army or Air Force assigned to a permanent tour of duty with the Navy will be attached to a parent service unit for administration. This unit, referred to in the Army as the administering agency and in the Air Force as a carrier unit, will be designated in assignment orders by each member's service.

b. Personnel records of officers and enlisted members will be in the custody of and maintained by the administering agency or carrier unit. Changes in personal status of Army or Air Force member, i.e., marital status, children, address or such other data required to be entered in personnel records will be handled through the administering agency or carrier unit.

6. Correspondence

a. Correspondence initiated by Army or Air Force members will be forwarded, via the CO of the naval activity, to the designated agency or carrier unit which will take action or endorse the correspondence to the respective department for further action (requests for change of duty, schools, promotions, etc.).

b. Correspondence concerning relief of members and other matters requiring action on departmental level will be sent to CHNAVPERS for action.

c. Copies of all official correspondence will be forwarded to the administering agency or carrier unit. Information which would normally be brought to the attention of all Army or Air Force members, i.e., copies of publications, regulations, and required blank forms, will be provided by the administering agency or carrier unit to the naval activity as necessary for dissemination to and administration of Army and Air Force members.

7. Leave Authorization. Granting of leave will be controlled and the leave authorization issued by the CO of the naval activity. All requests for leave for Army members will be forwarded by the CO of the naval activity to the administering agency for a check of the member's record to determine if sufficient leave credits permit taking leave. The administering agency will inform the CO of the naval activity by return endorsement. Upon return of the member from leave, the original leave authorization, with the hour and date of departure and return noted, shall be sent to the administering agency.

8. Pay Support

a. Army members will continue to receive pay support from an Army Finance and Accounting Officer while performing duty with the Navy. The administering agency will determine the appropriate finance office for this purpose.

b. Pay records for Air Force members shall be maintained by the carrier unit or the Air Force Accounting and Finance Officer designated in the AMPS Directory of Servicing AFO's, AFP 177-1.

9. Medical Care

a. Health records of Army and Air Force members will be maintained by the medical facility which maintains the health records for members of the naval activity.

b. The Air Force carrier unit will notify Air Force members when physical examinations are required. These examinations shall be conducted by a medical officer of any branch of the Armed Forces and shall be recorded on SF 88, Report of Medical Examination. Two copies of this report shall be forwarded to the carrier unit.

10. Clothing and Equipment for Army Members. Enlisted Army members will receive necessary clothing and equipment, or replacement thereof, through a system to be arranged by the CO of the naval activity, the administering agency, and the senior Army officer performing duty with the Navy command.

11. Discipline. Army and Air Force members performing duty with the Navy will be governed by the following provisions, concurred in by the Departments of the Army and Air Force:

a. In general, jurisdiction by a Navy CO over personnel of the Army or Air Force should be exercised **only** when the accused cannot be delivered to the Army or Air Force without manifest injury to either service (see Manual for Courts-Martial, United States, 1969, (revised edition), paragraph 13). Accordingly, a Navy CO may initiate appropriate court-martial action to avoid manifest injury to either service.

(1) No such court-martial shall be convened for a member of the Army or Air Force, however, without prior notification of CHNAVPERS.

(2) In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy. Such requests should contain full supporting data.

b. As a matter of policy, nonjudicial punishment under the provisions of Article 15, Uniform Code of Military Justice should not be imposed by a commander of one service upon a member of another service. When it is determined that

nonjudicial punishment should be administered, a request shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy or ordered to temporary additional duty (TAD) with the administering agency or carrier unit or with the nearest Army or Air Force command whose CO is authorized to impose nonjudicial punishment.

(1) When both such transfers are impractical, and the need to discipline the Army or Air Force member concerned is deemed urgent, nonjudicial punishment may be imposed by the appropriate Navy CO who shall, in their discretion, determine when the required impracticality of transfer and urgency of discipline exist.

(2) A report of these determinations, the reasons therefor, and the circumstances surrounding the punishment shall be made to the Department of the Army or the Department of the Air Force via CHNAVPERS as soon as practical.

**NOTE:** This article does not limit a Navy CO in the use of non-punitive measures which a CO is authorized to use to further the efficiency of the command, such as exhortations, disapprovals, criticisms, or oral admonitions or reprimands not intended to become part of the permanent record of the member concerned.

12. **Temporary Additional Duty (TAD).** Upon reporting and detachment of an Army or Air Force member, the CO of the naval activity shall send one copy of the member's orders with endorsements to CHNAVPERS and one copy to the administering agency or carrier unit. TAD orders in connection with Navy matters will be originated and funded by the CO of the naval activity to which Army or Air Force members are attached. The Department of the Army or the Department of the Air Force shall fund and issue orders to Army or Air Force members for Army or Air Force sponsored TAD.

13. **Efficiency Report for Army Personnel**

a. The administering agency will request the CO of the naval activity to submit on the annual report date, an efficiency report, using DA 67-8, U.S. Army Officer Evaluation Report and Army Regulation 623-105, for each Army officer assigned. Where appropriate, the naval officer exercising immediate supervision of the daily performance of the officer being rated should complete the form as the "rater." The

"endorser's" portion of the form will normally be completed by the immediate superior of the rating officer. See table for following steps.

Step	Action
1	The completed form will be sent to the administering agency for completion of Part III and final delivery to the Department of the Army.
2	In cases where the endorser has no knowledge of the performance of duty of the rated officer, the printed statement in Part XI will be checked, the reason for not evaluating the officer entered, and Part IIIs completed and signed by the endorser.
3	All other items for completion by the endorsing officer will be left blank.
4	The endorser will send the report to the reviewing officer for completion of Part IIIC, except when the endorser is a flag officer, in which case, Part IIIC need not be completed.
5	In the event there is no immediate superior to the rating officer, the rating officer will include in Part XI a brief statement of explanation.
6	The report will then be sent to the administering agency for appropriate administrative processing.

b. Efficiency reports for other than annual periods (detachment of the reporting senior, detachment of the officer, and other cases as prescribed in Army Regulation 623-105) will be initiated by the CO of the naval activity and sent to the administering agency in the same manner as described above. The distribution of DA 67-8 and Army Regulation 623-105 to the appropriate naval activity will be the responsibility of the administering agency.

c. The administering agency will request the CO of the naval activity to submit, on dates required, an enlisted efficiency report, using DA 2166-7, Enlisted Evaluation Report; DA 2166-7-1, Enlisted Evaluation Counseling Report; and Army Regulations 623-205, for each Army enlisted member assigned. Such reports shall be initially prepared by:

(1) a member who has supervised the Army member for a minimum period of 30 calendar days, and

(2) who is pay grade E-6 or above and at least one pay grade higher than the Army member.

d. Each report shall be reviewed by a warrant or commissioned officer in the direct line of supervision and sent to the administering agency for processing. Distribution of the DA 2166-7 and Army Regulation 623-205 to the naval activity is the responsibility of the administering agency.

14. **Performance Report for Air Force Personnel**

a. It is the responsibility of the Air Force carrier unit to request the CO of the naval activity to complete an AF 707B, Company Grade Officer Performance Report, for company grade officers, or AF 707A, Field Grade Officer Report, for field grade officers, at the appropriate times for each Air Force officer assigned.

b. The instructions for preparing the report will be furnished by the carrier unit. The effectiveness report should be originated by the immediate supervisor of the Air Force officer, endorsed by the immediate supervisor of the preparing official, and forwarded to the carrier unit.

15. **Receipt of Naval Awards**

a. Recommendations for Army members to receive Navy awards for heroism or meritorious service/achievement shall be sent to

Adjutant  
Department of the Army  
Attn: ACPB-AB  
Washington, D.C. 20310

for concurrence prior to approval. Eligibility of Army members for service awards, campaign medals, and qualification or special skill badges, applicable to all services or peculiar only to the Department of the Army, will be determined by the administering agency. Navy service awards and qualification or special skill badges may be awarded to Army members without referral to the Department of the Army.

b. Commanding officers of naval activities may present awards or letters of commendation to Air Force members attached to their command as prescribed by Navy directives.

c. One copy of the announcement of such an award shall be sent to the administering agency or carrier unit for inclusion in the member's record.

16. **Expiration of Enlistment for Army Personnel**

a. The administering agency will notify the CO of the naval activity 3 months in advance of the expiration of enlistment for Army enlisted members assigned. The CO of the naval activity will send this information to CHNAVPERS indicating the desires of the member as to

- (1) reenlistment for other duty,
- (2) separation, or
- (3) reenlistment for the same duty.

b. In the case of reenlistment for the same duty, the recommendation of the CO of the naval activity will also be included.

17. **Personnel Casualty Report**. The administering agency or carrier unit shall be included as an information addressee on any personally casualty report message concerning an Army or Air Force member performing duty with the Navy and submitted per MILPERSMAN 1770-110.